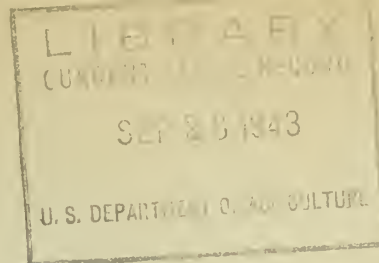


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Cap. 1

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.



June 24, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 3

Supplement I

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Orders for Services

Whenever it becomes necessary for any Division of this Branch to issue an Order for Services, it shall be forwarded for approval in the following manner:

1. It is the responsibility of the Division Chief to approve the terms of each Order and to require that it be so phrased that there can be no doubt as to the extent of the liability of this Administration under those terms. Each Order shall be specific as to the dates covered and the rate of remuneration for the services described therein.
2. After approval by the Division Chief, the Order, together with a recommendation prepared in the same manner as that described for Amendments to Contracts, shall be forwarded to the Assistant Chief of the Branch for approval.
3. Approved Orders shall be forwarded, in an original and five (5) copies (each signed by the Division Chief concerned), to the Announcement and Contract Section for clearance with Program Services and distribution as follows:
 - a. Original to Accounting Section
 - b. One copy to Regional Accounting Section
 - c. One copy to Regional Voucher Review
 - d. One copy to Transportation and Warehousing Branch
 - e. One copy to Vendor
 - f. One copy to be retained and filed in Vendor's purchase contract folder.

In those cases where an Order is issued to cover a service already performed, it will be necessary to obtain the Vendor's

acceptance on the Order. For this type of Order there is shown below a sample which has been approved by the Office of the Solicitor.

J. H. Albin

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

ORDER FOR SERVICES NO. _____

To reimburse you for \$ _____ storage charges paid to the
(Name) _____, (Address) _____, on 8,000 100-pound
bags of sugar purchased from you under Contract No. FSC _____
for the period beginning August 2, 1942, and ending December
1, 1942, for the reason that FSCC failed to issue Notice to
Deliver within the period of delivery prescribed under the
contract; also to reimburse you for \$ _____ premium paid
for fire and sprinkler insurance for the above period of storage.
Vouchers shall be supported by receipted copies of the _____
(Name of Company) _____ invoices as well as receipted invoices
of the insurance company.

It is understood that the above amounts are for full compensation
due to failure of FSCC to take delivery within the period set
forth in the contract.

ACCEPTED:

Title

FSCC PURCHASE REPRESENTATIVE

Date